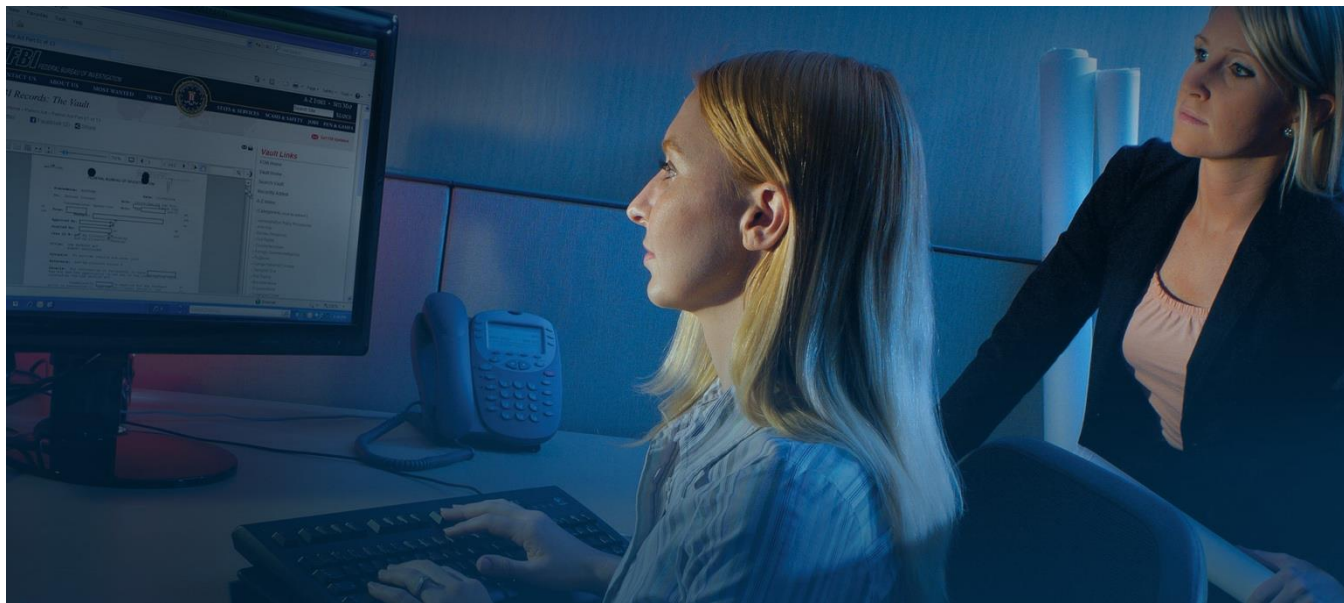


# Federal Bureau of Investigation

## Intelligence Analyst Selection Process Candidate Information Packet



**FIDELITY / BRAVERY / INTEGRITY**



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# Chapter 1

## General Information





# Welcome.

Now more than ever, the global intelligence workforce must seamlessly combine their talents to protect the nation. The FBI continues to evolve into a threat-based, intelligence-driven organization that has expertise in identifying risks to our national security and an unrivaled ability to mitigate them. At the FBI, we work diligently to play our part in the global intelligence community. We execute our intelligence strategy via defined Intelligence Analyst (IA) career paths, rigorous selection processes and comprehensive training programs.

FBI IAs are on the frontline of protecting America's national security. They piece together disparate bits of information to form integrated views on issues of national security and public safety by:

- Utilizing language, cultural and historical knowledge to combat international threats by working within specifically defined geographical and/or functional areas (e.g., China program, Weapons of Mass Destruction program, al-Qa'ida program, etc.)
- Discover threats by leveraging local and national intelligence databases, analyzing intelligence collected in the field offices, and developing fact-based conclusions and intelligence reports
- Shaping intelligence policies by maintaining extensive networks, and partnering with local, national and international contacts within the intelligence and law enforcement communities; and leverage it to prepare briefings, reports, and communications for senior FBI executives and other Intelligence Community and Law Enforcement entities

## The purpose of this manual

The purpose of this manual is to assist individuals who are preparing for the Intelligence Analyst Selection Process. This book is organized into sections according to the testing and hiring requirements.

### Quick Fact

On August 31, 2011, the FBI had a total of 35,477 employees. That included 13,928 special agents and 21,549 Professional Staff, such as intelligence analysts, language specialists, scientists, information technology specialists, and other professionals.





# Mission. Priorities. Values.

**The mission** of the Federal Bureau of Investigation is to protect the American People, and uphold the Constitution of the United States.

**The priorities** of the Federal Bureau of Investigation are:

1. Protect the United States from terrorist attacks
2. Protect the United States against foreign intelligence operations and espionage
3. Protect the United States against cyber-based attacks and high-technology crimes
4. Combat public corruption at all levels
5. Protect civil rights
6. Combat transnational/national criminal organizations and enterprises
7. Combat major white-collar crime
8. Combat significant violent crime

**The core values** of the Federal Bureau of Investigation are:

- Rigorous obedience to the Constitution of the United States
- Respect for the dignity of all those we protect
- Compassion
- Fairness
- Uncompromising personal integrity and institutional integrity
- Accountability by accepting responsibility for our actions and decisions and the consequences of our actions and decisions
- Leadership, both personal and professional

## Quick Fact

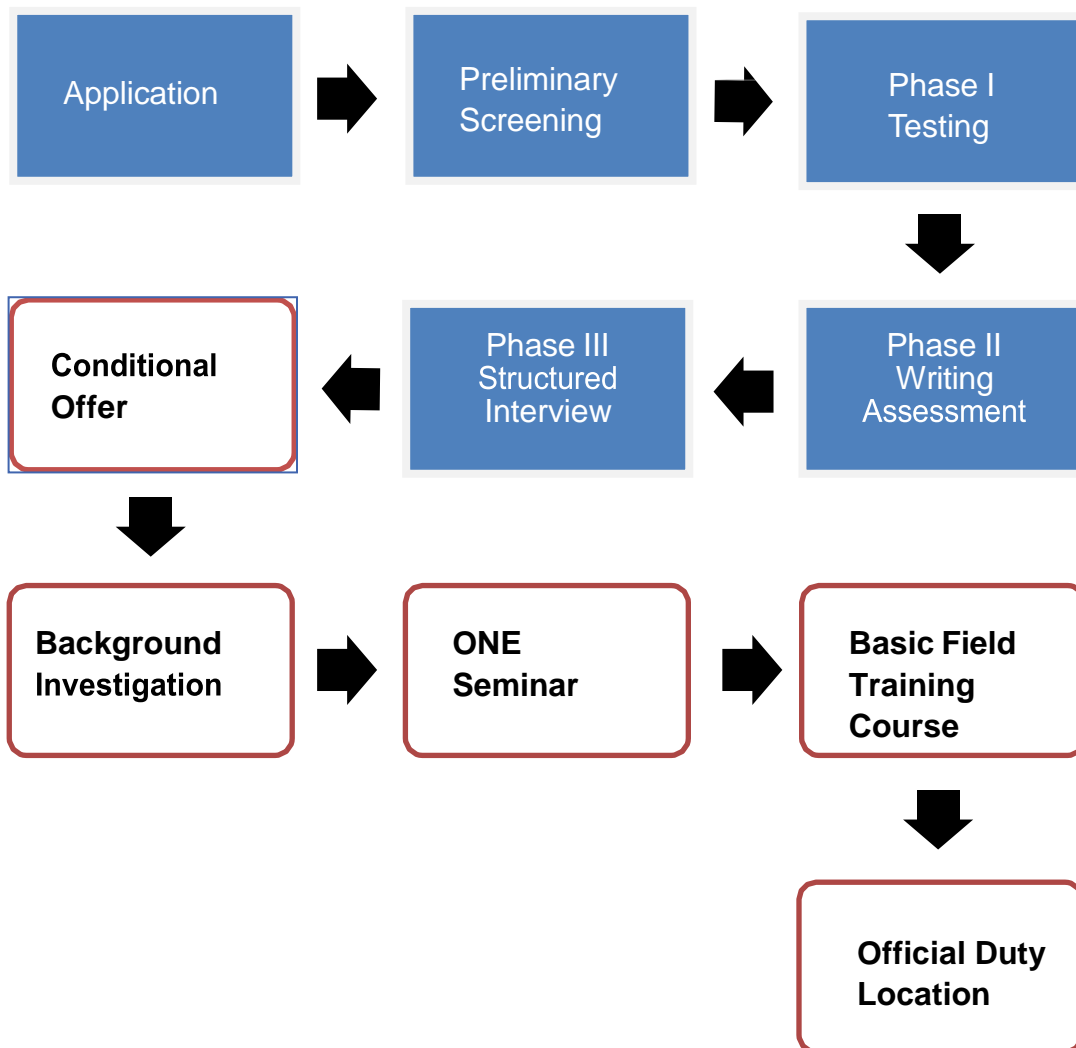
Along with our Headquarters in Washington, D.C., we have 56 field offices located in major cities throughout the U.S., nearly 400 smaller offices called resident agencies in cities and towns across the nation, and more than 60 international offices called “legal attachés” in U.S. embassies worldwide.





# The Big Picture.

The Intelligence Analyst Selection Process (IASP) is the result of a comprehensive study on the competencies required for the Intelligence Analyst position at the FBI. This flow chart is a snapshot of the IASP. A more in-depth explanation of the critical skills and abilities required, as well as an explanation of the steps in the process to becoming an Intelligence Analyst, can be found on the next page.





# IA Selection Process (IASP).

## Application

There are various ways in which an applicant can apply for the Intelligence Analyst (IA) position including, but not limited to, university career fairs and/or career sites, job fairs, organizations where the FBI recruits, and FBIJOBS.gov for current openings.

Before proceeding, note that the following factors will automatically disqualify you from consideration as an Intelligence Analyst:

- Non-U.S. citizenship
- Conviction of a felony
- Violation of the FBI Employment Drug Policy
- Default on a student loan insured by the U.S. Government
- Failure of a urinalysis drug test
- Failure to register with the Selective Service System (male applicants only)

## Testing/interview

Applicants who pass preliminary screening, as outlined in the job posting, will be contacted to begin the three-phase selection process. Candidates must successfully complete one phase before moving to the next.

**Phase I:** Computer-based tests focused on analytical thinking, logical reasoning and personal experiences

**Phase II:** Written exercise simulating the IA's role in reviewing intelligence and preparing an intelligence product

**Phase III:** Structured interview assessing oral communication, interpersonal skills, organizing and planning, and analytical thinking

## Conditional job offer

Candidates who pass all three phases are eligible to receive a Conditional Job Offer (CJO) for employment as an IA. The CJO will include the position title, GS pay grade, and salary. Conditional job offers are contingent upon signing the FBI mobility agreement, a favorable adjudication in the background process, budgetary requirements, and meeting the critical skills needed by the FBI.





# IA Selection Process (IASP).

## FBI Background Investigation

Candidates who receive a conditional job offer will need to obtain a Top Secret/SCI security clearance from the FBI in order to start working as an Intelligence Analyst.

The background investigation includes a polygraph examination, credit and arrest checks, and interviews with associates, references, past employers and neighbors, and verification of educational achievements.

**The average background investigation takes approximately 6-18 months, but may take longer depending on where an applicant has lived, worked, or traveled.**

## ONE Seminar

All new or current employees with the Bureau, regardless of job or duty station, attend a four-day onboarding seminar at the FBI Academy during their first week. This includes: learning about the FBI's mission, history, structure, and culture; briefings on ethics, security, and EEO; a tour of Quantico; and opportunities to begin developing an FBI network. The FBI's Leadership Doctrine is emphasized as well, and new employees are introduced to the meaning of leadership in the FBI.

## Basic Field Training Course (BFTC)

All new-hire Intelligence Analysts must attend and successfully complete the FBI Basic Field Training Course (BFTC) at the FBI Academy in Quantico, Virginia. The BFTC is a mandatory twelve (12) week training course designed to ensure that graduates attain the necessary proficiencies in the specialized knowledge, skills, and abilities needed to effectively perform the duties of an FBI Intelligence Analyst.

As a condition of continued employment, all FBI Intelligence Analysts will be required to successfully complete the course. Successful completion of the course is defined as meeting both academic and suitability standards. Failure to successfully complete the BFTC may result in dismissal from the FBI.

## BFTC Dress and Grooming Standards

The FBI relies upon the trust and confidence of the American public to effectively perform its mission. Your personal appearance as an FBI Intelligence Analyst must inspire that trust and confidence. Specific dress and grooming standards will vary depending on the area of the country where you work and your specific assignments. During your career, you may encounter various restrictions on your manner of dress, personal grooming, and personal adornment, based upon the business needs of the FBI.

During new analyst training, you should expect strict dress and grooming standards. These standards are intended to foster safety, esprit de corps, uniformity, accountability, a sense of discipline, and to eliminate any unnecessary distractions from the training environment. Trainees must be clean shaven throughout training. Facial piercings are not permitted. The only exception is for female trainees who are authorized to wear earrings. Jewelry and





piercings must be small, simple in design, and not present a safety hazard. If a tattoo is determined to be disruptive to the learning environment, the trainee will be required to cover the tattoos by acquiring similarly colored long sleeves or a long sleeve shirt to wear under their polo. Hair must be of reasonable length without faddish or exaggerated style or color. Men's hair must not be longer than the bottom of the collar, without adornment such as buns, ponytails, or braids. If you need an exception from these standards due to your religion or disability, you may request an accommodation prior to beginning the BFTC.

## Placement

Upon successful completion of the background investigation and BFTC, candidates officially join the FBI as Intelligence Analysts. New Intelligence Analysts may be placed either at Headquarters or in a specific Field Office based on the posting applied for and/or the needs of the FBI. Placement is at the discretion of the FBI and based on Bureau needs at that time.



## Reminder

**Successful completion of the Basic Field Training Course is mandatory for all incoming Intelligence Analysts.**



# Minimum Qualifications

The FBI recruits and hires Intelligence Analysts of all levels of experience, from college seniors to highly experienced professionals. Intelligence Analysts without work experience generally enter the FBI at the GS-7 level with an undergraduate degree, and at the GS-9 level with a graduate degree; However, candidates should keep in mind that if they apply to a GS 7/9 vacancy, they will only be considered for those grades listed in the vacancy.

Education and experience requirements vary depending on the job role and grade of the position. The Intelligence Analyst position is part of the **0132 job series**.

Serving as an Intelligence Analyst is a very demanding job with strict entry requirements. To become an FBI Intelligence Analyst, you must be a U.S. citizen, able to pass the FBI Background Investigation, and receive a Top Secret-SCI security clearance.



# Backgrounds of Interest.

Education and experience requirements vary depending on the job role and grade (GS) of the position. Below is a list of potential backgrounds of interest for the IA position:

## WORK EXPERIENCE AND/OR AREAS OF STUDY

- Area Studies (Middle-East, Asia, Africa, China, Far East)
- Biochemistry
- Biology
- Bio-Terrorism
- Chemistry
- Counterterrorism
- Criminal Justice
- Cyber Security
- Engineering (Aeronautical, Chemical, Electrical, Mechanical, Nuclear)
- English
- Finance
- Forensic Accounting
- Forensic Science
- Geography (Concentration in Geospatial Information Science)
- History
- Intelligence
- International Law
- International Relations/International Studies
- Political Science
- Physics
- Telecommunications
- Terrorism/International Terrorism

## DOMAIN EXPERTISE

### Culture

- Central Asia
- China
- Korea
- Middle East

### Languages

- Albanian
- Arabic
- Caucasian languages
- Chinese
- Dari
- Farsi
- Hebrew
- Indonesian
- Korean
- Pashto
- Punjabi
- Russian
- Urdu
- Vietnamese

Each position requires its own unique subject matter expertise; however, the aforementioned are examples of sought-after IA backgrounds. Additional backgrounds and experiences are encouraged and hired into the FBI on an as-needed basis.



# Employment Disqualifiers.

The mission of the FBI is vital to the safety and security of our nation and its citizens. Often, our work is very sensitive in nature. Therefore, all FBI positions require at least a Top Secret security clearance. How do you obtain such a clearance? Once you have received and accepted a conditional offer of employment, the FBI will initiate an intensive background investigation that you must pass before you can join the FBI.

There are also certain employment requirements that all candidates must meet in order to be eligible for consideration for employment with the FBI. Before applying for any FBI position, please make sure that the FBI Employment Disqualifiers do not apply to you.

The FBI Employment Disqualifiers are:

- Non-U.S. citizenship
- Conviction of a felony
- Violation of the FBI Employment Drug Policy
- Default on a student loan insured by the U.S. Government
- Failure of a urinalysis drug test
- Failure to register with the Selective Service System (male applicants only – exceptions apply, visit [FBIjobs.gov](http://FBIjobs.gov) for more details)

Please note that if you are disqualified by any of the above criteria, you are not eligible for employment with the FBI. All of these disqualifiers are extensively researched during the FBI Background Investigation Process. Please make sure you can meet FBI employment requirements and pass all disqualifiers before you apply for an FBI position.



## **Important**

**You are not eligible for employment with the FBI if you meet any of the disqualifiers listed above.**



# Employment Drug Policy.

The FBI is firmly committed to a drug-free society and workplace. Applicants for employment with the FBI who are currently using illegal drugs, misusing or abusing legal drugs or other substances at the time of the application process will be found unsuitable for employment. While the FBI does not condone any prior unlawful drug use by applicants, the FBI realizes some otherwise qualified applicants may have used illegal drugs at some point in their past. The guidelines set forth in this policy should be followed for determining whether an applicant's prior drug use makes him or her unsuitable for employment, balancing the needs of the FBI to maintain a drug-free workplace and the public integrity necessary to accomplish its law enforcement and intelligence missions by hiring the most qualified candidates to fill the FBI's personnel needs.

A candidate will be found unsuitable for employment and automatically disqualified if he/she deliberately misrepresents his or her drug history in connection with his or her application for employment. Additionally, candidates are automatically disqualified under the following criteria:

## **Marijuana Usage**

Candidates cannot have used marijuana within the three (3) years preceding the date of their application for employment, regardless of the location of use (even if marijuana usage is legal in the candidate's home state). The various forms of marijuana include cannabis, hashish, hash oil, and tetrahydrocannabinol (THC), in both synthetic and natural forms.

A candidate's use of marijuana in its various forms for medical reasons, regardless of whether or not it was prescribed by a licensed practicing physician, cannot be used as a mitigating factor.

## **Illegal Drugs**

Candidates cannot have used any illegal drug, other than marijuana, within the ten (10) years preceding the date of the application for employment.

Additionally, candidates cannot have been involved in the illegal purchase, manufacture, cultivation, trafficking, production, transfer, shipping, receiving, handling, or sale of any drug or controlled substance, to include prescription drugs.

Candidates cannot have used any illegal drug while employed in a position which carries with it a security clearance and/or a high level of responsibility or public trust.



# Employment Drug Policy, Cont.

## **Prescription Drugs/Legally Obtainable Substances**

Candidates cannot have used anabolic steroids without a prescription from a licensed practicing physician within the past ten (10) years preceding the date of the application for employment.

Candidates cannot have engaged in more than experimentation of, or extensively misused or abused, any prescription drug, over-the-counter substance, or other legally obtainable substances.

Candidates cannot have used any prescription drug or legally obtainable substance in a manner for which it was not intended, within the past three (3) years preceding the date of the application for employment.

Candidates cannot have used any prescription drug in its original intended manner, but without the proper prescription or legal justification for use, within one (1) year preceding the date of application for employment.

Candidates cannot have misused or abused legally obtainable substances while employed in any law enforcement or prosecutorial position, or while employed in a position which carries with it a security clearance and/or a high level of responsibility or public trust.



# Background Investigation.

After you receive a conditional FBI offer of employment, the next step is to begin the background investigation process. All candidates must receive an FBI Top Secret security clearance before they can begin employment with the FBI.

Once you have been instructed to do so by the local field office, you will initiate the FBI background investigation process.

As soon as the FBI receives a fully complete set of background investigation forms (your Local Field office point-of contact will provide you with an address), the FBI will commence with your background investigation.

The investigation includes:

- a polygraph examination
- urinalysis
- credit and records checks
- extensive interviews with former and current colleagues, neighbors, friends, professors, etc.

You will be contacted by the FBI office that is processing your background investigation to schedule your interview, urinalysis, and polygraph examination.

The polygraph will check the truthfulness of all of your responses on the FBI Background Investigation Forms. In the next phase of the process, the FBI will perform extensive records checks (e.g., credit checks, police records checks, etc.), and FBI investigators will interview current and former colleagues, neighbors, friends, professors, etc.

Please note that because of the thoroughness of the background investigation process, it can take several months or more to receive your FBI Top Secret security clearance.





# Critical Skills and Abilities.

FBI Intelligence Analysts are on the frontline of protecting America's national security. They piece together disparate bits of information to form integrated views on issues of national security and public safety. Most Intelligence Analysts spend time writing intelligence reports to share with the wider Intelligence Community. The ability to communicate and partner with Special Agents, analysts, and other members of the intelligence workforce ensures that intelligence is disseminated to the proper stakeholders. As a result, there are certain critical skills and abilities that are required of all Intelligence Analysts:

## Analytical Thinking

- Gather and analyze information, and draw sound conclusions
- Re-evaluate conclusions and hypotheses based on new information
- Seek out, evaluate and integrate a variety of perspectives
- Identify multiple possible causes for a problem

## Interpersonal Skills

- Assessing individual situations and adjusting own interpersonal style to deal effectively with others
- Persuading others and gaining cooperation from them
- Treating others in a respectful and diplomatic fashion
- Compromising when appropriate to resolve disagreements
- Maintaining professional role and demeanor in emotional situations

## Initiative and Motivation

- Work independently with minimal supervision
- To be reliable and responsible
- Work hard and productively without regard to accomplishments being recognized
- Believe in one's ability to accomplish goals or tasks

## Organizing, Planning, and Prioritizing

- Setting priorities appropriately
- Adopting a systematic and methodological approach to planning
- Marshaling and using available personnel, time, and other resources effectively
- Anticipating problems and developing contingencies to avoid them



# Critical Skills and Abilities, Cont.

## Adapting to Changing Situation

- Adjust to unanticipated events and circumstances
- Act effectively in uncertain situations where the full picture is not known
- Produce quality work under time or other types of pressure
- Think quickly and adapt strategies to current situation or environment

## Communicating

- Adapting speaking style and comments to the audience
- Speaking clearly, audibly, and fluently, using appropriate grammar, effective vocabulary; and non-verbal communication
- Listening and attending to others
- Persuading others as appropriate to accept and work towards objectives

## Writing Effectively

- Write clearly and concisely, using appropriate grammar, punctuation, style and level (for the audience and purpose)
- Extract pertinent details from various sources of information and summarize them logically and effectively in writing
- Communicate abstract concepts in writing or graphically



# Intelligence Analyst Career Path.

As an Intelligence Analyst at the FBI, you will specialize in one of three career paths:

**Tactical Analyst Career Path:** Embedded on investigative squads and units in the field or at Headquarters to provide support on active cases.

- Assess and communicate real-time analytic judgments regarding specific threats and intelligence gaps
- Understand emerging threats to enhance domain knowledge and exploit collection opportunities
- Bridge operational squads by identifying collection opportunities and gaps, and helping to assure timely and accurate reporting of intelligence

**Collection/Reporting Analyst Career Path:** Work to understand, assess and corroborate intelligence.

- Enhance FBI collection capabilities, disseminate raw intelligence against priority collection requirements and intelligence gaps
- Report raw intelligence in a timely manner through various forms of media, documents, and general information to determine patterns
- Identify human and technical source collection opportunities

**Strategic Career Path:** Consolidate comprehensive information into strategic analytic products that contextualize intelligence and enhance each division's understanding of threats, gaps, and vulnerabilities.

- Perform domain analysis to articulate the existence of a threat in the area of responsibility
- Perform enterprise-wide strategic analyses
- Conduct studies to identify threats and trends



# Intelligence Analyst Career Path.

## CAREER PATH

## HEADQUARTERS

## FIELD

**Tactical**

Embedded IA  
Validation IA

Embedded IA  
Fusion Center IA  
Tactical Source Identification  
IA

**Collection/  
Reporting**

Collection Manager  
HQ Reports Officer  
Source Identification  
IA

Chief Reports  
Officer Reports  
Officer  
Collection Management Coordinator  
Collection IA  
Source Identification  
IA

**Strategic**

Strategic IA  
Domain Manager

Domain IA  
Domain Management  
Coordinator

\*Please note that "field" refers to all 56 Field Offices, Resident Agencies, Embassies, Joint Task Forces and Legal Attachés located throughout the world.



# In the Field or at Headquarters.

Newly appointed Intelligence Analysts are assigned to FBI Headquarters in Washington, D.C. or to one of the FBI's 56 Field Offices located across the country. Opportunities may exist for in-grade and promotional transfers.

## **Field Offices and the Field Intelligence Group (FIG)**

IAs in the 56 FBI Field Offices are either embedded in squads or work in Field Intelligence Groups (FIGs), which are intelligence entities designed to fully integrate the intelligence cycle into field operations and manage the Intelligence Program in coordination with the Directorate of Intelligence (DI).

Each FIG is composed of Intelligence Analysts, Special Agents, Language Analysts, and other FBI specialists. In addition, many FIGs work hand-in-hand with officers and analysts from other federal and local intelligence and law enforcement agencies.

## **IA Headquarters Division Assignments**

### **Counterterrorism Division (CTD)**

CTD prevents acts of international and domestic terrorism against the United States. The priorities of the Division include detecting, disrupting and dismantling terrorist cells and support networks in the United States before they act, as well as identifying and preventing acts of terrorism by individuals acting independently.

### **Counterintelligence Division (CD)**

CD protects the United States against foreign intelligence operations and espionage. The Division accomplishes this by interacting with U.S. law enforcement agencies and intelligence community partners in order to neutralize the intelligence activities of foreign countries and other entities that pose a significant threat to the United States.

### **Criminal Investigative Division (CID)**

CID coordinates, manages and directs investigative programs involving federal violations, focusing on financial crime, violent crime, drug-related crime, organized crime, public corruption and violations of individual civil rights. The Criminal Investigation Division guides Field Office investigations against criminal enterprises and individuals both in the United States and internationally.



# In the Field or at Headquarters.

## **Cyber Division (CYBER)**

CYBER addresses cyber threats in a coordinated manner, working with law enforcement agencies, intelligence community partners, and the private sector. This cooperation allows the FBI to stay ahead of adversaries that threaten the technological infrastructure of the United States. The Cyber Division also simultaneously supports FBI priorities across division lines when aggressive technological investigative assistance is required.

## **Weapons of Mass Destruction (WMD) Directorate**

WMD is located within the National Security Branch of the FBI. The WMD Directorate employs an integrated strategy of analysis and investigation in order to identify and disrupt WMD operations and threats, working with FBI Headquarters, field offices, other government agencies, industry, academia and strategic foreign partners.

## **Directorate of Intelligence (DI)**

The mission of DI is to collect, produce, and disseminate actionable intelligence that enables the FBI to identify and counter current and emerging threats.



# Chapter 2

## Preparing for the IASP







# Testing Guidelines.

## When and Where

Phases I and II are administered at various locations throughout the United States. The FBI has partnered with *pan*, A *TALX Company*, to administer the Intelligence Analyst assessments at local testing sites for the convenience of applicants. All testing is conducted stateside.

## Scheduling

Applicants will receive an invitation from *pan*, on behalf of the FBI, to schedule themselves for Phases I and II. Applicants will have up to 10 days **from the date of invitation** to schedule and complete each phase.

## What to Bring

Candidates must bring a driver's license to the assessment. If your driver's license does not have a photo, you must provide an additional form of photo identification. Candidates are not permitted to participate in the testing process without proper photo identification.

## What NOT to Bring

- Reference materials (e.g., dictionaries, textbooks, etc.)
- Pens and/or pencils (these will be provided)
- Reading materials (e.g., books, magazines, newspapers, etc.)
- Work-related materials
- Briefcases
- Papers (e.g., resumes, notification letters, notes, blank paper, etc.)
- Cellular phones (Alarms on watches must be turned off)
- Other electronic devices (e.g., calculators, tape recorders, cameras, radios, etc.)
- Firearms (i.e., if you are currently in a law enforcement position you may not bring your firearm into FBI space or the testing facility)

## What to Wear

- Phase I – Wear casual, comfortable clothing that is suitable for an office environment.
- Phase II – Wear casual, comfortable clothing that is suitable for an office environment.
- Phase III – Dress in a professional manner. Business attire is recommended.

## How Long the Phases Take to Complete

- Phase I – Approximately 90 minutes
- Phase II – Approximately 90 minutes
- Phase III – Approximately 60 minutes



# Testing Guidelines, Cont.

## Basic Testing Rules

- **Tardiness** – Please arrive on time. If you are late, you will not be permitted to participate in the testing process.
- **Eating/Drinking** – Eating and drinking is not allowed during testing.
- **Smoking** – Neither smoking nor chewing tobacco will be permitted during testing.
- **Restroom Use** – You may not use the restroom during administration of the tests.
- **Telephone Use** – You are not permitted to use a telephone during the testing process.
- **Time Limits** – Time limits are strictly enforced. When time has elapsed, you must immediately stop what you are doing and await further instructions. Failure to comply will result in your being disqualified from the process.
- **Talking** – There will be no talking to other applicants once testing has begun.
- **Cheating** – Any attempt to see another applicant's answers; obtain assistance verbally or in writing; or record, document, or otherwise retain/discuss the questions/answers to the assessments is considered cheating. Those caught cheating are discontinued from further consideration for the Intelligence Analyst position.
- **Discussing the Tests** – Candidates are not permitted to discuss any part of the tests and interview questions with anyone during or after the testing process. We discourage discussing your prospective FBI employment on any social media or social networking sites. You should remain discreet including all interview and testing information during the entire FBI hiring process. This ensures other potential applicants are not given an unfair advantage or disadvantage in the selection process. Applicants are required to sign a nondisclosure form at the assessment. If an applicant is found to have violated this agreement, he or she will be disqualified.
- **Leaving the Premises** – Candidates are not permitted to leave the testing premises during testing.



# Test-taking Tips.

## Before the Test Session

- Plan ahead so you are well rested before the test session.
- Make sure you know the exact location and time of the test session. Allow plenty of time to get to the test site, use the restroom, and relax.
- Wear something comfortable. Test sites may be slightly warm or cool so dress for a range of temperatures.
- Reduce test anxiety and tension by breathing deeply and stretching before the test.
- Start the test session with a positive attitude, determined to do your best. Focus on what you do know, not on what you do not know.

## During the Test Session

- Read all of the test instructions carefully and follow them exactly.
- Be sure you understand the test instructions before you start. If you need to ask questions, do so.
- Read each question and all of the response options completely, before choosing your answer.
  - Be careful not to add or skip any words in the question or response choices.
  - Pay attention to words like NOT and EXCEPT.
  - Do not over-interpret questions or try to find hidden meanings. The questions are not designed to be tricky.
- If you have time remaining at the end of a test, proofread your answers.
- Try to stay relaxed. If you have trouble concentrating or become tense, pause and take a few deep breaths.



# Test-taking Tips, Cont.

## Suggested Reading and Preparation Activities

- Many test preparation guides contain sections on effective studying and test-taking tips. Reading these materials and following their suggestions will help you prepare, in a general way, for the Intelligence Analyst assessment. Well-known test preparation guides include those published by ARCO, Barron's, Kaplan Learning, Learning Express, and the Princeton Review for standardized tests such as the GED, ACT, SAT, GATB, and ASVAB. These books are available in most libraries and bookstores. These books will not provide specific information about the Intelligence Analyst assessment, but they may give you a better sense for testing in general or for similar types of tests.
- You may also find it helpful to take a course in critical or analytical thinking skills, particularly if you know that your skills are weak in these areas. Such courses may be available through a local high school, adult learning center, community college, or as a self-guided study course.
- Thoroughly review the Candidate Information Packet before scheduling your test appointment.

## Tips for the Writing Assessment

- Read the Written Exercise instructions carefully. Make sure you understand what the exercise requires. Do not go beyond the material which is provided. That is, do not make up facts.
- You may write on the printed materials.
- You should ask the administrator any questions you have regarding the instructions for the test.
- Please be detailed and thorough in the written report required in this exercise.

## Tips for the Interview

- Be yourself.
- The evaluators will be taking notes during the interview to assist them in documenting the results. Do not let this distract you.
- Provide detailed information when answering the interview questions. Do not be modest in your responses. To provide the best examples of your skills and abilities, draw from all of your life's experiences (not just the most recent ones). Experiences can be from work or school.
- Remember that the interview panel has no applicant information about you. They have not seen your application. They only know your name.
- Do not make assumptions about what the evaluators are seeking. The interview instructions are straightforward. There are no "trick" questions.
- Study your resume and be able to speak about how your experiences match with the critical skills and abilities required of Intelligence Analysts.



# Chapter 3

## Phase I Testing





# Phase I Overview.

The Phase I testing will take approximately **90 minutes** to complete. Candidates will take three different tests that will measure the kind of thinking and reasoning skills required to perform the Intelligence Analyst job, as well as background experiences that indicate whether or not the Intelligence Analyst work environment would be a good fit. There are 3 different tests:

Test Name	# of Questions	Time Limit
Analytical Thinking Skills – Part 1 (ATS-1)	40	35 minutes
Analytical Thinking Skills – Part 2 (ATS-2)	25	30 minutes
Personal Experiences Inventory (PEI)	160	25 minutes
		<b>90 minutes total</b>

All questions use a multiple-choice response format. For Analytical Thinking Skills – Parts 1 and 2, there is only one correct answer per question. For the Personal Experiences Inventory, there is no single "correct" answer, but some answers are worth more points than others.

The tests are administered under timed conditions. If you finish a test before the allotted time limit, you may spend the remaining time proofreading your answers or you may choose to begin the next test.

You must pass Phase I to be considered for Phase II. Individuals who fail Phase I may not take it again until the standard retest period of 12 months has elapsed.



# Phase I: ATS – I.

Directions for the **Analytical Thinking Skills - Part 1 Test** are as follows:

This test measures logical thinking skills using materials similar to those encountered in the Intelligence Analyst job. It consists of 9 passages, each of which presents a set of facts. All of the facts in the passages should be accepted as true and accurate for the purposes of this test. The information provided may not reflect actual FBI policies or practices.

Each passage is followed by 4 or 5 statements which represent inferences one might draw from the facts given in the passage. The test-taker must read each passage carefully and then decide whether each statement immediately following each passage is:

- **TRUE**, that is, the statement follows necessarily from the facts given in the passage.
- **FALSE**, that is, the statement is incompatible with the facts given in the passage.
- **INDETERMINABLE**, that is, the facts in the passage do not contain sufficient information to determine whether the statement is definitively true or definitively false.

In this test, it is essential that you use **ONLY** the information provided in each passage when judging the statements. Do not base your answer on your own knowledge of the subject or make any assumptions beyond the facts presented in the passage. No prior knowledge of the subjects described in the passages is required to make accurate judgments about the statements.

## How to Prepare

You can prepare by:

- Searching for information on logic-based reasoning tests. Several federal agencies use this type of test in their hiring process and provide sample test questions on their agency website.
- Searching for online tools or reading books that explain how to solve logic-based problems (e.g., deductive reasoning problems). There are many test preparation guides available and many include sections and/or separate workbooks designed to improve reasoning skills.
- Solving practice questions published in reasoning and logic skills workbooks. Such workbooks are available in most libraries and bookstores.
- Taking a course to improve your reasoning skills
- Thoroughly review the Candidate Information Packet before scheduling your test





# ATS - I Sample Questions.

## Sample Passage 1

**Facts:** Cellular telephone fraud is a growing problem. One form of fraud involves the duplication of both the mobile identification and electronic serial numbers (MIN and ESN, respectively) of a valid subscriber. Once duplicated, the suspect will program another cellular telephone with the counterfeit numbers.

Cellular telephone services that have been obtained using this method are then resold. This is typically known as a “cash per call” scam. All cellular telephones used in the scam are programmed with the two counterfeit identification numbers. Suspects who run this scam attract many customers, such as illegal immigrants and drug traffickers, who make international calls frequently and regularly.

From the information given above, indicate whether each statement below is TRUE, FALSE, or INDETERMINABLE.

**Conclusion 1:** A cellular telephone cannot both be involved in a “cash per call” scam and be programmed with both the ESN and MIN of the subscriber.

**Correct answer:** FALSE

**Explanation:** The facts state that the “cash per call” scam *is* based on duplication of both the ESN and MIN of a valid subscriber.

**Conclusion 2:** There are some illegal immigrants who are also involved in drug trafficking.

**Correct answer:** INDETERMINABLE

**Explanation:** The facts state that illegal immigrants and drug traffickers may be customers for a “cash per call” scam, but the facts say nothing about whether some illegal immigrants are also involved in drug trafficking. You may believe that this fact *is or could* be true based on other things you’ve seen or read, but nothing in *this* fact set addresses the issue. This is an example of the careful reasoning that Intelligence Analysts must do.

**Conclusion 3:** At least some international calls that are made by illegal immigrants are made using counterfeit identification numbers.

**Correct answer:** TRUE

**Explanation:** The facts state that at least some of the customers for “cash for call” scams are illegal immigrants who make many international calls. The facts also state that at least some “cash for call” scams are based on the use of counterfeit identification numbers. Therefore, at least some international calls made by illegal immigrants must involve counterfeit identification numbers.



# ATS - I Sample Questions, Cont.

## Sample Passage 2

**Facts:** Research demonstrates that for many computer-related crimes the severity of punishment is the strongest predictor of whether an individual becomes a repeat offender. In a study of 500 individuals convicted of hacking into corporate financial networks, it was determined that if offenders were sentenced to time in prison or fined large sums of money, they would tend not to repeat their crimes. Five years after the study, it was found that only 20% of the offenders in the study repeated their crimes.

From the information given above, indicate whether each statement below is TRUE, FALSE, or INDETERMINABLE.

**Conclusion 1:** According to the results of the study, offenders who are neither fined nor imprisoned are certain to become repeat offenders.

Correct answer: INDETERMINABLE

*Explanation:* The facts do not say anything about the behavior of offenders who are neither fined nor imprisoned. They might become repeat offenders or they might not.

**Conclusion 2:** All study participants who repeated their crimes during the five years that followed the study had been convicted of hacking into corporate financial networks.

Correct answer: TRUE

*Explanation:* The conclusion focuses only on participants in the study, all of whom had been convicted for hacking into corporate financial networks. Therefore, all of the repeat offenders mentioned in this fact set had been convicted of hacking into corporate financial networks.

**Conclusion 3:** In the context of computer-related crimes, research has demonstrated that whether one becomes a repeat offender is determined entirely by the severity of punishment.

Correct answer: FALSE

*Explanation:* The facts state that severity of punishment is the strongest predictor of whether or not a person repeats a computer-related crime, but do not state that severity of punishment is the *only* predictor. Therefore, whether or not a person becomes a repeat offender is not necessarily determined *entirely* by severity of punishment. This statement must be false.



# Phase I: ATS – 2.

The validity of this testing relies, in part, on the fact that the test questions are novel and new to the test taker. Therefore, sample questions will not be provided in this packet.

This test measures analytical reasoning skills using an approach that reduces reliance on reading and verbal skills and requires participants to solve novel problems. The 25 item test is designed to measure your ability to process and manipulate information, draw inferences, integrate information, and make sound decisions.

One type of test item involves analogies that do not require an extensive vocabulary. These items include very common, basic English words (e.g., table, lamp), simple nonsense words (e.g., gath, munt), and/or pictures. Another type of test item involves graphical figures or patterns. You must complete the pattern or identify particular relationships among the figures.

## How to Prepare

You can prepare by:

- Searching for information on how to understand analogies, particularly if the analogies use nonsense terms or graphics.
- Searching for information on non-verbal or figural reasoning tests. Focus on tests that measure *reasoning* skills, not on tests that measure the ability to visualize objects that have been disassembled or rotated.
- Reading books or taking a course to improve your reasoning skills.



# Phase I: PEI.

The Personal Experiences Inventory measures several personal characteristics and tendencies related to performing effectively in an Intelligence Analyst job. It contains a number of statements and questions. You must read each statement or question carefully and decide which of the possible answers is most accurate for *you*. There are no "correct" and "incorrect" answers.

Some questions ask about experiences during school. If the question does not ask about school experiences, then please think of work experiences when choosing a response. For example, if a question involves getting into arguments with others, think in terms of getting into arguments with *coworkers*. If you do not have any job experience, then you may base your answers on experiences in school, doing volunteer activities, or from your personal life.

## How to Prepare

You can prepare by:

- Thinking about how you interact with others in the workplace, in school, or in other work-like activities. Think about the way you worked with others on group projects or on teams, and how you worked with supervisors or professors.
- Thinking about how you have typically handled assignments, your approach to completing them and how you handled problems or obstacles.
- Thinking about the way you typically communicate with co-workers, professors, supervisors, fellow students, or fellow volunteers. Think about the way you tried to explain things to others or how you persuaded them to do something.
- Reading general study guides on how to respond to personality and attitude inventories.

## Caution

Some study guides will advise you to answer in ways to "beat the test" even if it means claiming qualities or experiences that you do not really have. Clearly, the FBI does not wish to hire candidates who provide unrealistic or false responses. If, during later portions of the hiring process, such as a background check, the FBI determines that you falsified your responses on the PEI, this could be grounds for withdrawing a job offer.



# PEI Sample Questions.

## Directions

Respond to each statement by choosing the level that describes you best.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

## Sample Questions

1. I work best when I'm under pressure.
2. I thrive in work situations where there are no clear instructions, goals, or expectations.
3. My friends often tell me their secrets.
4. I have read non-fiction books about a wide variety of topics.
5. I tend to overreact to bad news.
6. The organization I work for should be responsible for helping me develop job-related skills.
7. I make meaningful contributions to any team that I am on.
8. I get very little satisfaction out of tasks that are very easy for me to complete.
9. Stressful situations energize me.
10. When working toward a deadline, I usually am working right up to the last minute to finish on time.



# PEI Sample Questions, Cont.

## Directions

Respond to each statement by choosing the level that describes you best.

- Very Often
- Often
- Sometimes
- Never

## Sample Questions

11. You have trouble concentrating when operating under tight deadlines.
12. Others have confided in you about things that could have been very embarrassing for them.
13. At times you have been so stressed out at work that you were unable to do anything productive.
14. You are more productive when allowed to work on your own.
15. You arrange for someone to review your work products before turning them in.
16. You often find yourself following others' suggestions when working on a project.
17. When you were in school, you looked at a classmate's test to see if they gave the same answers that you did.
18. You strongly prefer working on tasks that are familiar to you.
19. After learning a secret, you have found it difficult to keep from telling others.



# Chapter 4

## Phase II Writing Assessment







# Phase II: Writing Assessment.

Phase II is a timed writing assessment that simulates the Intelligence Analyst's role in reviewing intelligence and preparing intelligence products. A standard script that explains the instructions for the exercise, the allotted time, etc., will be part of the computer program and read by the applicant. The applicant will be given a set of materials to read at the start of the assessment. After reading the materials, the applicant will be required to write a passage regarding what he or she has read.

You must pass Phase II to be considered for Phase III. Passing Phase II does not guarantee that you will be invited to Phase III.

## Tips for the Writing Assessment

- Read the Writing Assessment instructions carefully. Make sure you understand what the exercise requires. Do not go beyond the material which is provided. That is, do not make up facts.
- You may write on the printed materials.
- You should ask the administrator any questions you have regarding the instructions for the test.
- Please be detailed and thorough in the written report required in this exercise. You will have 90 minutes to complete this test.



# Chapter 5

## Phase III Structured Interview





# Phase III: Structured Interview.

Phase III is a one-hour structured panel interview that assesses oral communication, interpersonal skills, organizing and planning, and analytical thinking. Each panel will consist of three senior-level Intelligence Analysts and all interviews will be recorded. Each panel will read a standardized script to the applicant before the interview begins and score each interview when completed.

You must pass Phase III to receive a Conditional Job Offer (CJO). Passing Phase III does not guarantee that you will receive a CJO.

## Travel Arrangements for Phase III

Applicant Coordinators are responsible for:

- Making all travel and lodging arrangements for an applicant processing within their area of region (AOR) to attend Phase III testing. It is the responsibility of the AC to secure the most cost-effective and efficient mode of transportation for the applicant.
- Completing any travel budget preauthorization requests or forms, as required by the Finance Division (FD), on behalf of the applicant prior to travel and must assist in completing any necessary forms or vouchers once travel is completed. Expenses will be reimbursed using the standard government rates that are listed on the GSA Web site.

## Failure to Report for Phase III

Applicants faced with emergency situations that prevent them from attending scheduled Phase III testing must contact their POC as soon as possible. Applicants who fail to report for scheduled Phase III testing without providing acceptable explanations will not be offered other opportunities to test and will be permanently deactivated from the IASP. New Agent/Analyst Testing and Selection Unit (NAATSU) Management will review all cancellations and determine if an acceptable explanation has been provided.

## Tips for the Structured Interview

- Be yourself.
- The evaluators will be taking notes during the interview to assist them in documenting the results. Do not let this distract you.
- Provide detailed information when answering the interview questions. Do not be modest in your responses. To provide the best examples of your skills and abilities, draw from all of your life's experiences (not just the most recent ones). Experiences can be from work or school.
- Remember that the interview panel has no applicant information about you. They have not seen your application. They only know your name.



- Do not make assumptions about what the evaluators are seeking. The interview instructions are straightforward. There are no "trick" questions.
- Study your resume and be able to speak about how your experiences match with the critical skills and abilities required of Intelligence Analysts.



# Chapter 6

## Retesting





# Exam Retesting.

## Phase I Retesting

Applicants for the Intelligence Analyst position who fail Phase I testing may be eligible for **one retest at least one year after their initial test date**. Applicants interested in retesting for Phase I should re-apply online for the Intelligence Analyst position after the one-year waiting period has concluded.

## Phase II Retesting

Applicants for the Intelligence Analyst position who fail Phase II testing may be eligible for **one retest at least one year after their initial test date**. Applicants interested in retesting for Phase II should re-apply online for the Intelligence Analyst position after the one-year waiting period has concluded.

## Phase III Retesting

Applicants for the Intelligence Analyst position who fail Phase III testing may be eligible for **one retest at least one year after their initial test date**. Applicants interested in retesting for Phase III should re-apply online for the Intelligence Analyst position after the one-year waiting period has concluded.



### Important

Applicants who fail any part of the IA Selection Process must wait a minimum of 12 months before they are eligible to re-test.



# Chapter 7

## Frequently Asked Questions





# Frequently Asked Questions.

## 1. What will disqualify me from becoming an Intelligence Analyst?

The Intelligence Analyst position requires a Top Secret-SCI security clearance from the FBI. The following factors will **automatically disqualify** you from receiving this clearance:

- Non-U.S. citizenship
- Conviction of a felony
- Violation of the FBI Employment Drug Policy
- Default of a student loan insured by the U.S. Government
- Failure of a urinalysis drug test
- Failure to register with the Selective Service System (male applicants only)

## 2. Can I apply for a specific Division (Counterterrorism, Cyber, etc) or a specific career path (Strategic, Collection/Reporting, and Tactical)?

As a threat-based, intelligence driven organization the FBI hires IAs into divisions and career paths based on Bureau needs. There is no guarantee that you will be placed in your desired role or position. Please review vacancy announcements on FBIJobs.gov for specific opportunities.

## 3. What can I expect in the interview?

Applicants can expect a number of competency questions. The FBI worked with industry human resources experts to develop a competency-based approach to drive the human resources continuum that includes the selection and hiring process. The panel uses behavioral interview questions and screening tools to assess your competency in critical areas.

Candidates who indicated specialized experience (e.g., foreign language proficiency) may be scheduled for additional testing in their field of expertise.

During the interview, applicants will be asked a number of standard screening and competency questions.

## 4. When do I receive an offer?

Candidates who pass the IASP will be notified via email and will receive a conditional job offer for employment as an Intelligence Analyst. The conditional job offer will include the position title; GS pay grade, and salary. Conditional job offers are contingent upon signing the FBI mobility agreement, a favorable adjudication in the background process, budgetary requirements, and meeting the critical skills needed by the FBI.



# Frequently Asked Questions.

**5. Are there opportunities to travel as an Intelligence Analyst?**

Depending on the Division and assignment, there are numerous opportunities for travel, both domestically and internationally. Opportunities include attending intelligence community conferences, meeting with U.S. and foreign intelligence and law enforcement agencies, and temporary engagements at other field offices.

**6. How are grade levels determined?**

The FBI follows specific internal and OPM guidelines when determining an applicant's grade level. Your background and experience determine the grade level(s) for which you are qualified.

Intelligence Analysts without work experience generally enter the FBI at the GS-7 level with an undergraduate degree, and at the GS-9 level with a graduate degree. The final decision on your grade level is based on the needs of the FBI and your specific qualifications for the Intelligence Analyst position. Once you have accepted a conditional job offer, the grade level offered is the one at which you will be hired. You cannot renegotiate your grade level after being hired.

**7. Are there opportunities for advancement into management and executive positions as an Intelligence Analyst?**

Throughout their career with the FBI, Intelligence Analysts can qualify for additional training, and for promotion to a variety of managerial and executive positions. Promotions to supervisory, management, and executive positions are available in grades GS-14, GS-15, and SL scale, as well as in the FBI Senior Executive Service. For more information on the government pay scale, please visit the Office of Personnel Management's Salaries and Wages page.

**8. What happens if I do not pass the Basic Field Training Course (BFTC) Training?**

As a condition of employment as an Intelligence Analyst, candidates must pass the BFTC training in order to be further considered for the IA position. Failure to successfully pass BFTC may result in dismissal.

**9. Will I be paid while I am at BFTC training?**

Yes, you will be considered an FBI employee while in training, and be paid the base salary plus the locality (Cost of Living Adjustment) of your training location (Washington D.C.).

**10. Will the FBI consider matching my salary?**

No, the FBI will not be matching salaries, unless you are a current or former federal employee; you will need to provide your most recent SF-50.